

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

DIEGO GARCIA VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: DG-016-2021

TITLE/SERIES/GRADE: CONTRACT SPECIALIST, OG-1102-9/10

SALARY: OG-09: \$14,476.00 - \$22,224.00 PER ANNUM
OG-10: \$18,409.00 - \$28,319.00 PER ANNUM

OPENING DATE: 04 NOV 2021

CLOSING DATE: 18 NOV 2021

LOCATION: Acquisition Branch, Facilities Engineering & Acquisition Division (FEAD), Public Works Department (PWD) Diego Garcia, Naval Facilities Engineering Command (NAVFAC) Far East, Japan

AREA OF CONSIDERATION: All eligible candidates on and off island

RPA NUMBER (HRO USE ONLY): 054442

NOTES:

1. Appointment is temporary not to exceed one year. Appointment may be extended at management's discretion.
2. Initial tour of duty is 12 months. Employee will be eligible for return travel at the end of the tour, if granted an additional tour.
3. Grade shown is equivalent to GS-08/09.
4. Full performance level of this position is OG-10, which is equivalent to GS-09.
5. Overseas differential (25% of the base pay) and year-end bonus are in addition to the base pay shown above.
6. Salary shown above includes Misc Benefits Allowance.
7. Minimum age is 21 years old.

MAJOR DUTIES:

FOR OG-09: This position is developmental in nature. As a Contract Specialist in a career developmental position during which the incumbent will work under significantly greater supervisory control that will gradually be decreased as he/she gains additional specialized knowledge and experience. The incumbent may be promoted to the next target grade level, provided work at the level exists, statutory and regulatory requirements are met.

FOR OG-10: Performs all phases of contract administration such as planning and scheduling all required contract actions, initiating and executing contract modification, evaluating and negotiating proposals submitted in response to Government modification solicitations, contractor proposals and subsequent contract administration. Ensures contractor's operation is in compliance with the contract and other special provisions and clauses pertaining to a firm fixed-price award fee/Indefinite Quantity Indefinite Delivery (IDIQ) contract. Interprets technical and specialized provisions covering all phases of the Base Operations Support Service Contract (BOSC). Receives and reviews contract support requirements and changes to existing contracts. Reviews specifications,

drawings and purchase descriptions and technical aspects of the request, preparing solicitation, selecting the best methods of contracting, to include contract type, method of price justification evaluation criteria for awards and negotiation techniques. Selects source and publicize requirements in accordance with procurement regulations. Prepares solicitation documents and analyzes resulting offers and proposals to determine recommendation for award base on technical competence, responsiveness and responsibility of prospective contractors. Performs cost/price analysis procedures to obtain the best terms for the Government. Provides an interface between contractor technical personnel and Government. Conducts research and studies to ensure that contractor's operations are fully in compliance. Works with and providing input on contract administration to Inspector General Inspection teams, Defense Contract Audit Agency (DCMA) audits, and Contracting Officer's staff. Interprets and provides guidance, consultation, and assistance to Government personnel regarding their contractual responsibilities and authority under the contract. Prepares correspondence and conducts meetings to resolve contractual issues. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS: In order to qualify for this position, your resume must provide sufficient experience and knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Applicants must meet the following qualifications requirements of the Office of Personnel Management (OPM) Qualifications Standards Manual:

(A) A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

(B) At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

OR

2 full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D.

FOREIGN EDUCATION MUST BE EVALUATED FOR U.S. EQUIVALENCY IN ORDER TO BE CONSIDERED FOR THIS POSITION. PLEASE SUBMIT YOUR FOREIGN EDUCATION EVALUATION WITH YOUR APPLICATION.

TRANSCRIPTS MUST BE SUBMITTED AT THE TIME OF APPLICATION.

If qualifying using education to meet all or part of the education requirements, you must submit a copy of your transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours, and grade/degree earned). See OPM's [General Policies](#) for information on crediting education.

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying. For further information, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For further information on Foreign Education, see the U.S. Department of Education

<http://www.ed.gov/admins/finaid/accred/index.html>,

<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

<https://www.ed.gov/accreditation>

For more information on qualifications, see the Office of Personnel Management (OPM) General Schedule (GS) Qualification Standards (<http://www.opm.gov/qualifications/>), individual occupational requirements for contracting series positions (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102>) and for GS positions Group Coverage Qualifications Standards for Professional and Scientific Positions (<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-PROF>).

AND

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Applicants must have one year of specialized experience equivalent to at least the **OG-09/10 (GS-08/09E)** in the Federal Service or Private Sector that demonstrates experience with contract administration and cost & price analysis.

TIME-IN-GRADE REQUIREMENTS (TIG): A minimum period of 52 consecutive weeks in grade is required to be eligible for promotion to the next higher grade within OG-05 to OG-12, inclusive.

OTHER WORK REQUIREMENTS:

- a. This position requires the employee occasionally travel away from the normal duty station to include CONUS or OCONUS.
- b. The employee must be willing and be able to travel on military and commercial aircraft.
- c. Perform other duties of a staff or technical nature as assigned.

SPECIAL REQUIREMENTS:

1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS.
2. MUST ADDRESS KSAs
3. SELECTEE WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A PRE-APPOINTMENT PHYSICAL EXAMINATION PRIOR TO ENTRANCE ON DUTY

EVALUATION FACTORS (Knowledge, Skills and Abilities (KSAs):

1. Knowledge of a wide range of contracting methods and contract types to plan and carry out pre-award and/or post-award procurement actions.
2. Knowledge of contract administration functions relating to contracts with fixed price award fee / indefinite quantity.
3. Knowledge and skill in the use of negotiation techniques for changes in the contract.
4. Knowledge of cost and price analysis sufficient to review proposals against previous history, actual expenditures and establish rates to determine a negotiation position and to evaluate and use results of review performed by cost/price analysis.
5. Ability to develop and maintain working relationship with personnel at all NAVFAC Far East organizational levels and other organizations and activities.
6. Ability to use standard office software for spreadsheets, graphics, presentations, word processing, etc.
7. Skill in oral and written communication required to communicate information in a clear, accurate and organized manner.

INQUIRIES REGARDING THIS VACANCY: Call HRO Diego Garcia, DSN: 370-4140

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS TO APPLY: Resumes must be received via email at Human Resources Office, HROAtsugi@fe.navy.mil or Ghia.Canave.RP@fe.navy.mil by the closing date of the announcement. Applicants will receive email confirmation that documents were received. Please consider file size limitations when emailing. Recommend applicants list all the documents that are included in their application. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested. It is the applicant's responsibility to make a copy of the application attachments for future use AND the documents are formatted properly (Word document or PDF). Each applicant is responsible for submitting complete information on his/her qualifications to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements as of the closing date of the announcement. Failure to submit required information or to meet the closing may result in a loss of consideration for the position for which you are applying.

FORMS REQUIRED:

1. **OF 612** - Optional Application for Federal Employment, resume, or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***

2. Resume and alternative forms of applications MUST contain the following:

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
- Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
- Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.

4. SF-50 copy – Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.

QUALIFICATION REQUIREMENTS:

Evaluation will be based on OPM approved qualification standards for the specific occupational series.

Selective Factors, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **Applicants who do not meet a selective factor are ineligible for further consideration.**

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. A person desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institution's registrar, dean, or other appropriate official.) **Applicants will be required to include evidence that foreign education is comparable to education received at accredited educational institutions in the United States.**

EVALUATION METHOD: Information contained in the application to include KSAs and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work, provide the approximate percentage of time you spent doing each.

OTHER PERTINENT INFORMATION:

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The filling of positions is subject to referrals and placement from regulatory placement programs.
- If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.
- It is a violation of 18 USC 1719 to use postage paid government envelopes to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.